

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
TUESDAY, DECEMBER 21, 1999
2:15 P.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman
Larry Hudkins
Bernie Heier

Commissioners Absent: Linda Steinman

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, Lancaster County Clerk
Gwen Thorpe, Deputy County Clerk
Ann Taylor, County Clerk's Office

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, DECEMBER 16, 1999

MOTION: Heier moved and Workman seconded approval of the Staff Meeting Minutes dated December 16, 1999. On call Workman, Heier and Campbell voted aye. Hudkins was absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

a. Hiring Outside Appraisal Services for Right-of-Way on Hackberry Lane

MOTION: Hudkins moved and Heier seconded approval of the addition to the agenda. On call Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

3 PENDING LITIGATION - Doug Cyr, Deputy County Attorney

Item not covered.

ADDITIONS TO THE AGENDA

a. Hiring Outside Appraisal Services for Right-of-Way on Hackberry Lane

Eagan said Larry Worrell, County Surveyor, has requested authorization to seek an outside appraisal of the right-of-way, as his department lacks expertise in this area.

MOTION: Hudkins moved and Workman seconded to authorize the County Surveyor to proceed in securing professional appraisal services for appraisal of the right-of-way on Hackberry Lane and to bring a contract back to the County Board for final approval. On call Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

4 COMMUNITY MENTAL HEALTH CENTER STAFFING ISSUES; POTENTIAL LITIGATION - Dean Settle, Community Mental Health Center Director; Diane Staab, Deputy County Attorney

MOTION: Hudkins moved and Heier seconded to enter Executive Session at 2:35 p.m. for discussion of potential litigation. On call Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

MOTION: Heier moved and Hudkins seconded to exit Executive Session at 3 p.m. On call Heier, Hudkins, Workman and Campbell voted aye. Motion carried.

5 DISTRICT COURT RECEPTIONIST - District Court Judge Paul D Merritt, Jr; District Court Judge Steven D Burns; District Court Judge Karen Flowers; Kelly Moore Guenzel Handlos, Clerk of the District Court; Georgia Glass, Personnel Director; Diane Staab, Deputy County Attorney; Dave Kroeker, Budget & Fiscal Officer; Don Killeen, County Property Manager; Terry Wagner, Lancaster County Sheriff; Bill Jarrett, Chief Deputy Sheriff

Kelly Moore Guenzel Handlos, Clerk of the District Court, presented a list of proposed duties for the District Court receptionist position (Exhibit A). She said adding this full-time position should reduce overtime in her department by 50 percent.

District Court Judge Karen Flowers, said the intent is to reassign the person currently performing runner duties on a part-time basis to this position and make the position full-time.

Dave Kroeker, Budget & Fiscal Officer, noted that the part-time runner position is only budgeted through December, 1999.

Hudkins asked whether it is possible to provide access to the District Court Judges' chambers through the Clerk of the District Court's Office.

District Court Judge Paul D Merritt, Jr. said the Justice and Law Enforcement Center building design provided for a reception area and the position was discussed in numerous meetings held to discuss security issues. He said the option of providing access through the Clerk of the District Court's Office has been assessed and was deemed less desirable, due to the additional burden it will place on the Clerk of the District Court staff.

District Court Judge Steven D Burns noted that the hallway outside the Clerk of the District Court's Office is difficult to monitor, due to traffic generated by Courtroom 35.

Judge Merritt said the other solution would be to prop the door to the hallway open.

Handlos said she opposed this, as it would compromise the security of District Court files.

Judge Merritt said it is advisable to provide the greatest level of security at the outset.

Terry Wagner, Lancaster County Sheriff, concurred.

Campbell asked whether the merger of the Child Support satellite office with the Clerk of the District Court's Office will free up an employee to perform this function.

Handlos said she did not think so.

Board consensus to reassign the part-time runner to the receptionist position, on a temporary basis, with additional review of staffing and budgeting at the Mid-Year Budget Review. The results of a job audit of District Court Clerk's Office, conducted by the State Court Administrator and the Personnel Department, will be presented at that time.

6 PERSONNEL MATTER - Larry Van Hunnik, Lancaster Manor Administrator

MOTION: Hudkins moved and Heier seconded to enter Executive Session at 3:37 p.m. for discussion of a personnel matter. On call Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

MOTION: Heier moved and Workman seconded to exit Executive Session at 4:20 p.m. On call Heier, Workman, Hudkins and Campbell voted aye. Motion carried.

7 COUNTY AMBULANCE SERVICE; EMERGENCY OPERATIONS CENTER BACK-UP COMMUNICATIONS SYSTEM - Doug Ahlberg, Emergency Services Manager

County Ambulance Service

Doug Ahlberg, Emergency Services Manager, voiced concern regarding limited rural ambulance service and the lack of County representation on the City's Emergency Medical Services (EMS) Task Force.

Board consensus to outline the County's concerns in a letter to the Mayor and seek the inclusion of Doug Ahlberg, Emergency Services Manager, on the City's Emergency Medical Services (EMS) Task Force.

Ahlberg agreed to draft the letter for the Board's approval and to conduct a survey of rural fire districts.

Emergency Operations Center Back-Up Communications System

Ahlberg reported on the need for a back-up communications system in the Emergency Operations Center. He requested authorization to purchase a programable VHF/UHF system, power source and antenna at an estimated cost of \$700.

MOTION: Heier moved and Workman seconded to authorize the expense, from the Emergency Services budget. On call Heier, Workman, Hudkins and Campbell voted aye. Motion carried.

8 ACTION ITEMS

- a. Recommendation from Visitors Promotion Committee for \$900 Contingency Fund Award to Future Farmers of America (FFA) for Conference, April 2-4, 2000

MOTION: Hudkins moved and Heier seconded approval of the Contingency Fund request. On call Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

- b. Request from Audubon Nebraska to Place Warning Sign on Southwest 100th Street North of Entrance to Spring Creek Prairie Nature Center and for Placement of Prairie Creek Informational Sign

MOTION: Heier moved and Workman seconded to refer the matter to the County Engineer for recommendation. On call Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

9 ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk